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# Memorandum regarding instructions received from the War Department, January 23, 1917

George McL. Presson

*Maine National Guard*

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MEMORANDUM:

STATE OF MAINE  
The Adjutant General's Office  
Augusta, January 23, 1917.

The following instructions have been received from the War Department:

"It is desired to compile at the end of each target year a statement showing the amount of small-arms ammunition actually expended in target practice during the year. The returns and reports now required are in such form that they cannot readily be used for this purpose. It is therefore suggested that every organization expending small arms ammunition be instructed to report at the end of each year on a form furnished for that purpose. This report should not in any way be considered a property paper and does not take the place of the usual certificate of expenditure required to accompany returns."

In compliance with the above you will at once fill out the inclosed card in accordance with instructions printed thereon and forward to Major Gilbert M. Elliott, Ordnance Department, Maine National Guard, Brunswick, Maine.

GEORGE McL. PRESSON,

The Adjutant General.

Incl.

Each Company Commander, C.A.C. and 2d Inf.,  
Including Machine-Gun Co. - inc. card.  
Each Colonel, Adjutant, Supply Co.,  
Ordnance Department.